

B E T T E N I C O U R T

embellishments for the home.

Buyer Portal

User Guide





Bettencourt Buyer Portal

Welcome to the Bettencourt Buyer Portal!

We are committed to provide our customers with easy access to placing orders anytime and anywhere. Our new buyer portal website allows you 24/7 order processing wherever you have Internet access. The buyer portal supplements your sales rep services. Your sales rep is always available to meet with you and show you new products from the Bettencourt Group.

This User Guide provides instructions on how to place an order and manage your account in the Buyer Portal. Please contact us at: info@bettencourtgroup.com if you have any questions!


Enjoy!

The Bettencourt Team



How To Login

Logging into the Buyer Portal is simple, but does require a login and password. Contact info@bettencourtgroup.com to request your login and password.

Steps	Additional information/Screen Captures
<p>Enter http://bettencourtgroup.com/login.html in your browser, e.g., IE, FireFox, Chrome, Safari.</p> <p>Type your Username and Password</p> <p>Click <Login></p>	



The Buyer Portal web page is displayed.

BETTENCOURT Buyer Portal for **We Sell Cute Things**

Welcome: **Virginia Thomas**
We Sell Cute Things
virginia.thomas@gmail.com

If the above is correct, please continue.

[Ordering](#) [Order History](#) [Update My Profile](#) [Add Links](#)

[Instructions](#) [Online Order Writing](#)

			Last Order	Items Purch
Bambu		View/Order		
Built NY	Design winning gourmet products and electronic accessories.	View/Order		
Chronicle Books	Premier publisher of unique and artful single subject books.	View/Order		
Envirosax	The original designer reusable bag.	View/Order		
French Bull	Bold and fun melamine tabletop designed by jackie shapiro.	View/Order		
Homart	Hand finished home accessories inspired by the mission revival movement.	View/Order		
Lucca Paperworks	Vintage art rescue greeting cards. USA made.	View/Order	2011-07-22	Inventory For
Make My Day	Affordable and fun designer home products.	View/Order		
Mimi The Sardine	Eat. Spill. Be happy. Eco-coating accessories for children.	View/Order		
Moleskin		View/Order		
Nectar		View/Order		
No3No4	Very cute sock dolls!	View/Order		
Paisley & Parsley	Unique printed travertine tiles and coasters.	View/Order		

Click on the <Logout> button when you are finished ordering from the Buyer Portal. The Portal will time out after 10 minutes.

[Change Login](#) [Logout](#)

Email Bettencourt

ased Current Promotions



How To Place an Order

You can place an order with any of the Bettencourt Suppliers on the Buyer Portal. If you have not purchased from a Supplier, then you will need to provide a credit card number to make your purchase. Contact your sales rep to set up terms with the Supplier.

If you have purchased from the Supplier, then use 'As Previous' in the pull down menu to select your terms.

There are multiple ways to order in the Buyer Portal.

1. You can enter the SKU, if you know the product SKU number.
2. You can enter the name of the product.
3. You can select a product by category.

NOTE: Always click on 'Set Auto Save' to save your order!

Steps	Additional information/Screen Captures																																													
<p>To place an order, Click on the Supplier, e.g. Lucca Paperworks.</p> <p>A pop-up window is displayed.</p>	<table border="1"> <tbody> <tr> <td>Bambu</td> <td></td> <td>View/Order</td> </tr> <tr> <td>Built NY</td> <td>Design winning gourmet products and electronic accessories.</td> <td>View/Order</td> </tr> <tr> <td>Chronicle Books</td> <td>Premier publisher of unique and artful single subject books.</td> <td>View/Order</td> </tr> <tr> <td>Envirosax</td> <td>The original designer reusable bag.</td> <td>View/Order</td> </tr> <tr> <td>French Bull</td> <td>Bold and fun melamine tabletop designed by jackie shapiro.</td> <td>View/Order</td> </tr> <tr> <td>Homart</td> <td>Hand finished home accessories inspired by the mission revival movement.</td> <td>View/Order</td> </tr> <tr> <td>Lucca Paperworks</td> <td>Vintage art rescue greeting cards. USA made.</td> <td>View/Order</td> </tr> <tr> <td>Make My Day</td> <td>Affordable and fun designer home products.</td> <td>View/Order</td> </tr> <tr> <td>Mimi The Sardine</td> <td>Eat. Spill. Be happy. Eco-coating accessories for children.</td> <td>View/Order</td> </tr> <tr> <td>Moleskin</td> <td></td> <td>View/Order</td> </tr> <tr> <td>Nectar</td> <td></td> <td>View/Order</td> </tr> <tr> <td>No3No4</td> <td>Very cute sock dolls!</td> <td>View/Order</td> </tr> <tr> <td>Paisley & Parsley Designs</td> <td>Unique printed travertine tiles and coasters.</td> <td>View/Order</td> </tr> <tr> <td>Simply Stashed</td> <td>Organizers made of eco-friendly coated vibrant fabrics.</td> <td>View/Order</td> </tr> <tr> <td>Uglydoll</td> <td>Lovable plush creatures for ages 0-99. Toy of the Year winner.</td> <td>View/Order</td> </tr> </tbody> </table>	Bambu		View/Order	Built NY	Design winning gourmet products and electronic accessories.	View/Order	Chronicle Books	Premier publisher of unique and artful single subject books.	View/Order	Envirosax	The original designer reusable bag.	View/Order	French Bull	Bold and fun melamine tabletop designed by jackie shapiro.	View/Order	Homart	Hand finished home accessories inspired by the mission revival movement.	View/Order	Lucca Paperworks	Vintage art rescue greeting cards. USA made.	View/Order	Make My Day	Affordable and fun designer home products.	View/Order	Mimi The Sardine	Eat. Spill. Be happy. Eco-coating accessories for children.	View/Order	Moleskin		View/Order	Nectar		View/Order	No3No4	Very cute sock dolls!	View/Order	Paisley & Parsley Designs	Unique printed travertine tiles and coasters.	View/Order	Simply Stashed	Organizers made of eco-friendly coated vibrant fabrics.	View/Order	Uglydoll	Lovable plush creatures for ages 0-99. Toy of the Year winner.	View/Order
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Click on 'Set Auto Save' in all your orders! This will save your order for you so you can take as long as you need to complete your order.

Envirosax
Online Order ~~Secure~~ Shopping Cart

Set Auto Save

Minimum First Order = \$225 - Minimum Re-Order = \$135

[View UPC Barcodes](#) [View UPCs](#)

[Update Cart](#) [View Order](#)

Order by Product Category.

Click on any of the Lucca product categories listed on the left hand side (boxed in red) to display products.

[Catalog Home](#)
[Update Account](#)
[Update My Login](#)
[Account Summary](#)

Lucca Paperworks
Wholesale Catalog

CART

SKU#

 Text

Search Results as:
[Catalog Page](#)
[Order Form](#)

[Order Form - All](#)
[Order Form - Ltr](#)
[Enter SKU Numbers](#)

[Babies!](#)
[Birds](#)
[Birthday](#)
[Blank](#)
[Easter](#)
[Fathers Day](#)
[Friendship](#)
[Halloween and Thanksgiving](#)
[Italian Animal](#)
[Love and Romance](#)
[Matchbox Labels](#)
[Mothers Day](#)
[Thank You](#)
[Valentines Day](#)
[Wedding and Anniversary](#)
[Winter Holidays](#)
[Header](#)

[View Lucca Paperworks Catalog](#)




VISA, MC, AMEX accepted
 To view a product or begin your order click a category on the left of your
 If you know your item numbers, click [here](#) or on **Enter Sku Numbers** on the left

For example, clicking on <Valentines Day> displays all products in that category.

Lucca Paperworks
Valentines Day
 Re-Sort By: [Name](#)
 (Click on SKU number to view larger image.)

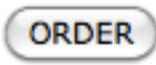
SKU	Name	
	251 A7	NEVER TIRE OF YOU
	253 A7	CHERUBS



<p>To view the Supplier's catalog, Click on the catalog link.</p>	<p>Valentines Day Wedding and Anniversary Winter Holidays Header View Lucca Paperworks Catalog</p>				
<p>To order a product, enter a quantity in the box. NOTE: The quantity must be the minimum required by the Supplier or multiples of the minimum amount, e.g, quantity 6 minimum.</p>					
<p>Order by SKU.</p> <p>Enter the SKU # into the text box and Click <Catalog Page> to view the product with picture.</p> <p>Click <Order Form> to view product w/o picture.</p>	<p>CART</p> <p>SKU# Text Search Results as: Catalog Page Order Form</p>  <p>255 A7</p> <table border="1"><thead><tr><th>SKU</th><th>Name</th></tr></thead><tbody><tr><td>255 A7</td><td>HEART MAIL</td></tr></tbody></table>	SKU	Name	255 A7	HEART MAIL
SKU	Name				
255 A7	HEART MAIL				
<p>Order by Name of Product.</p> <p>Enter the product name into the Text box and Click <Catalog Page> to view the product with picture.</p> <p>Click <Order Form> to view product w/o picture.</p>	<p>CART</p> <p>SKU# Text Heart mail Search Results as: Catalog Page Order Form</p>				



After you have selected all products to order, **Click** the <ORDER> button at the bottom of the screen.



Order Preview.

A preview of your order is displayed. At this point, you can change order quantity, products, select payment terms and add your credit card information.

NOTE: Your transaction is secure.

Lucca Paperworks
Online Order *Secure Shopping Cart*

View UPC Barcodes **Set Auto Save** View UPCs

Update Cart View Order

Ordered By Update
Supplier Account #

We Sell Cute Things
310 W. Crockett
Seattle, WA 98119
Phone: 206 612-6099
Fax:
Tax Id:

Shipping Address New
We Sell Cute Things
Virginia Thomas
310 W. Crockett
Seattle, WA 98119
Phone: 206 612-6099
Fax:
Email: virginia.thomas@gmail.com

For this order:
Buyer:
Email:

NOTE: Please verify your email address to assure receiving a copy of this order.

1. Click on the 'Set Auto Save' button. The secure connection will time out. Auto save will ensure that your order information is in your account when you log on again.
2. Review your email address. Your order information is sent to the email address listed.

Order Preview.

If you have not established payment terms with this supplier, you will need to enter credit card payment information.

If you have terms already established, select 'As Previous' from the 'Terms for this supplier are:' menu.

Terms for this order are:

Required if Terms are Credit Card

Cardholder's Name Cardholder's Zip

Card Type Card Number CVV2 Exp. (mm/yyyy)

SKU#	Name	Remove	Min	Incr	Price	Qty	Total
1 255 A7	HEART MAIL	<input type="checkbox"/>	6	6	\$2.50	36	\$90.00
36 Items						Product Total	\$90.00

View UPC Barcodes View UPCs

Update Cart View Order



Update Your Order.

Click on <Update Cart> to apply your changes to the order.

Your order is displayed containing all the changes.

Lucca Paperworks
Online Order Secure Shopping Cart

Auto Save is On

View UPC Barcodes View UPCs

[Update Cart](#) [View Order](#)

Ordered By [Update](#)
Supplier Account #

We Sell Cute Things
310 W. Crockett
Seattle, WA 98119
Phone: 206 612-6099
Fax:
Tax Id:

Shipping Address [New](#) [Update](#)
We Sell Cute Things
Virginia Thomas
310 W. Crockett
Seattle, WA 98119
Phone: 206 612-6099
Fax:
Email: virginia.thomas@gmail.com

For this order:
Buyer:
Email:

NOTE: Please verify your email address to assure receiving a copy of this order.

View Order.

Click on <View Order> to display your order summary. You can still make changes to your order or save your order in your account.

It **has not** been Submitted to the Supplier.

This order has been saved, but not been submitted.

[Save Order](#) [Submit Order](#) [Back To Cart](#) [Print](#)

Lucca Paperworks
Order
08/06/2011

Special Instructions

Ordered By
We Sell Cute Things
Virginia Thomas
310 W. Crockett
Seattle, WA 98119
Ph: 206 612-6099
Fax:
virginia.thomas@gmail.com
Tax Id:

Shipping Address
We Sell Cute Things
Virginia Thomas
310 W. Crockett
Seattle WA 98119
206 612-6099
PO #: 08062712
Back Order: Yes
Req. Ship Date: **08/06/2011**
Terms:
Via: Best Way

Written By
Customer Using Portal of Bettencourt

Qty	SKU#	Name	Price	Total
48	255 A7	HEART MAIL	\$2.50	\$120.00
1 Line Items			Product Total	\$120.00
48 Total Items				

This order has not been submitted.

[Save Order](#) [Submit Order](#) [Back To Cart](#) [Print](#)

Submit Order.

Click on the <Submit Order> button to send your order directly to the Supplier.



Email Confirmation.

You will receive an email with your order confirmation.

Lucca Paperworks

Order

08/08/2011

Special Instructions

Ordered By

We Sell Cute Things
Virginia Thomas
310 W. Crockett
Seattle, WA 98119

Ph: [206 612-6099](tel:2066126099)

Fax:

virginia.thomas@gmail.com

Tax Id:

Written By

Customer Using Portal of
Bettencourt

Shipping Address

We Sell Cute Things
Virginia Thomas
310 W. Crockett
Seattle WA 98119

[206 612-6099](tel:2066126099)

PO #: 07224932

Back Order: Yes

Req. Ship Date: **08/08/2011**

Terms: Credit Card

Via: Best Way

Credit Card: MC

Card Name: Jeanmarie Bettencourt

Card Zip: 98108

Card Nbr / Auth Nbr: *****7516

Qty	SKU#	Name	Price	Total
6	30 A7	HAECKEL ~ 30	\$2.50	\$15.00
1 Line Items			Product Total	\$15.00
6 Total Items				

Save Order.

You can save your order and return to the portal later to finish. Click on the **'Save Order'** button.

Qty	SKU#	Name	Price
48	255 A7	HEART MAIL	\$2.50
1 Line Items		Product Total	
48 Total Items			

This order has not been submitted.

Save Order

Submit Order

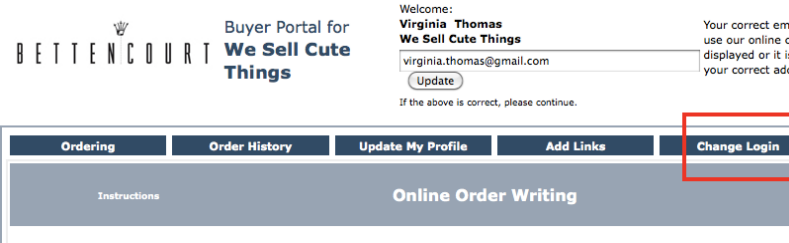

Back To Cart

[Print](#)



How To Change Your Login or Password


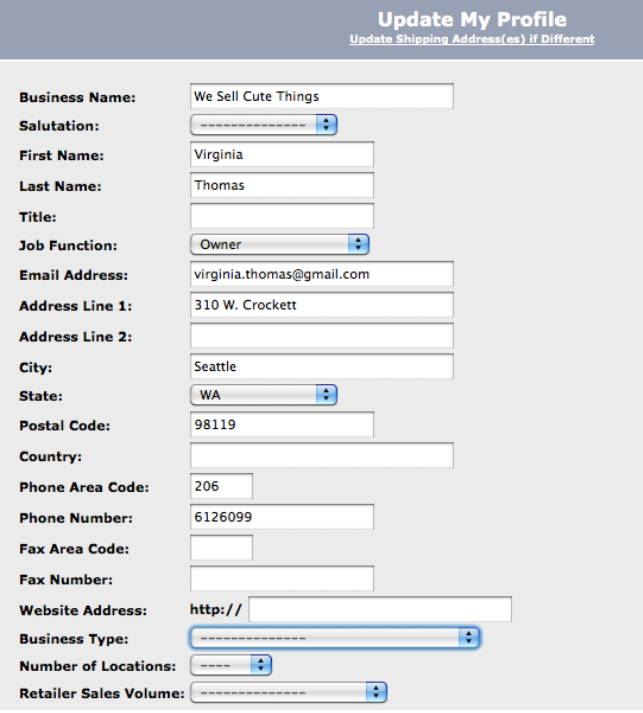
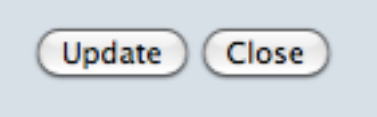
After you receive your initial password from Bettencourt, please change your password for security purposes.

Steps	Additional information/Screen Captures
To change your login or password, Click on the <Change Login> button on the top of the main display.	
The screen displays your current login ID and Password. Make your changes in the text boxes.	<p>Please note that your ID and Password should be kept confident since they provide access to information about your business. Each must be a minimum of 5 characters. They are not case ser</p> <p>Account Name: We Sell Cute Things Individual: Virginia Thomas Email Address: virginia.thomas@gmail.com Update</p> <p>ID: <input type="text" value="vthomas"/></p> <p>Password: <input type="text" value="vthomas"/></p>
After you make your changes, Click on the <Submit> button.	



How To Change Your Account Information

You can update your address, phone number and other account information, as needed.

Steps	Additional information/Screen Captures
<p>Click on the <Update My Profile> button on the top of the main display.</p>	
<p>Enter the changes to your account information.</p> <p>NOTE: You can change the contact name, address, shipping address, if different, phone number and add your website.</p>	
<p>After you make your changes, Click on the <Update> button.</p>	

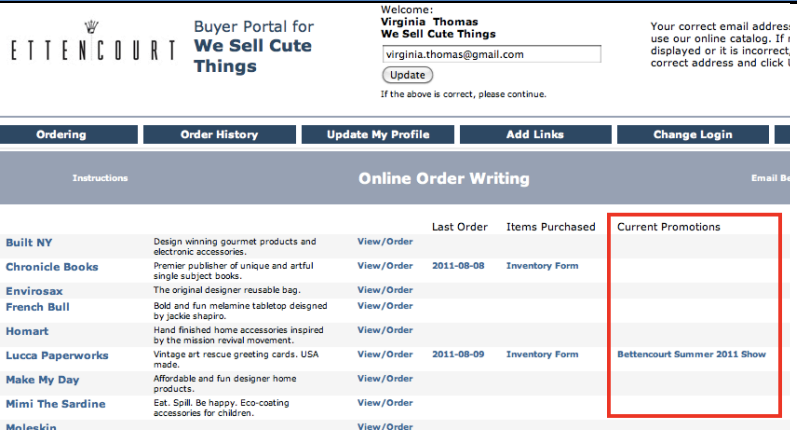
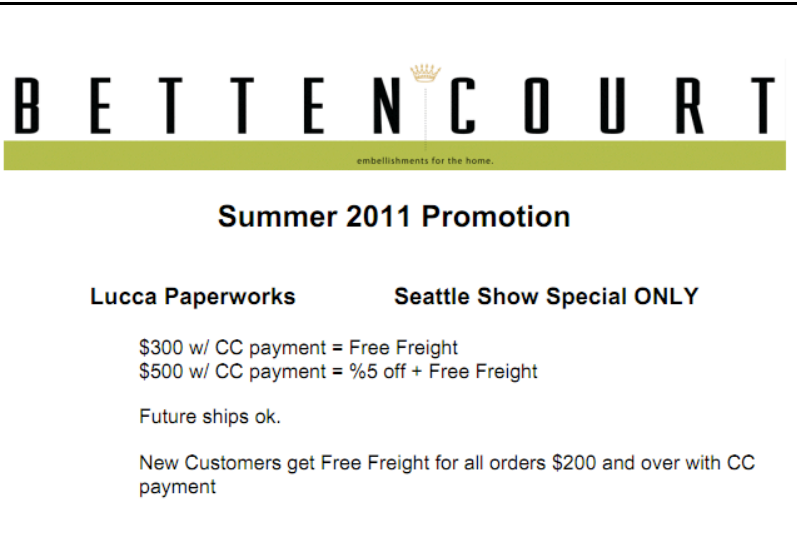


How To Apply Supplier Promotions to Your Order

If the Supplier has a current promotion, you will see this in the Buyer Portal. Below is a summary of how promotions work.

1. Promotions are active for a specific time period as noted in the promotion document.
2. The promotion is applied to your order if you submit your order during the promotion time period, if applicable.
3. You must specify in the 'Special Instructions' the following: 'Bettencourt Promotion'.
4. The Buyer Portal will not apply the promotion to your order total.
5. The Supplier will apply the promotion discount to your order and adjust your invoice accordingly.

The following steps show you how to apply the promotion to your order.

Steps	Additional information/Screen Captures
<p>1. In the Buyer Portal, current Supplier promotions are displayed.</p>	 <p>The screenshot shows the 'Buyer Portal for We Sell Cute Things' interface. At the top, there is a user profile for Virginia Thomas with an email address and an 'Update' button. Below this is a navigation menu with options like 'Ordering', 'Order History', 'Update My Profile', 'Add Links', and 'Change Login'. The main content area is titled 'Online Order Writing' and contains a table of products. The table has columns for 'Built NY', 'Chronicle Books', 'Envirosax', 'French Bull', 'Homart', 'Lucca Paperworks', 'Make My Day', 'Mimi The Sardine', and 'MnLeckin'. Each row includes a brief description, a 'View/Order' link, and a date. A red box highlights the 'Current Promotions' column, which shows 'Bettencourt Summer 2011 Show' for the Lucca Paperworks product.</p>
<p>2. Click on the link to view the promotion.</p>	 <p>The screenshot shows the 'BETTENCOURT' logo at the top, with the tagline 'embellishments for the home.' Below the logo is the heading 'Summer 2011 Promotion'. The promotion details are as follows:</p> <ul style="list-style-type: none"> Lucca Paperworks Seattle Show Special ONLY \$300 w/ CC payment = Free Freight \$500 w/ CC payment = %5 off + Free Freight Future ships ok. New Customers get Free Freight for all orders \$200 and over with CC payment



<p>3. Place your order. In the shopping cart, add 'Bettencourt Promotion' to the Special Instructions window.</p>	<p>We Sell Cute Things 310 W. Crockett Seattle, WA 98119 Phone: 206 612-6099 Fax: Tax Id:</p> <p>For this order: Buyer: <input type="text" value="Virginia Thomas"/> Email: <input type="text" value="virginia.thomas@gmail.com"/></p> <p><i>NOTE: Please verify your email address to assure receiving a copy of this order.</i></p> <p>Sales Representative</p> <p>Special Instructions <input type="text" value="Bettencourt Promotion"/></p> <p><small>we sell cute things Virginia Thomas 310 W. Crockett Seattle, WA 98119 Phone: 206 612-6099 Fax: Email: virginia.thomas@gmail.com</small></p>
<p>4. When you 'Submit' your order to the Supplier they will adjust your order total, if applicable, to the promotion.</p>	
<p>5. NOTE: In the shopping cart, you can also view the promotion by clicking on the link in the upper left corner of the page.</p>	<p>Catalog Home Update Account Update My Login Account Summary Bettencourt Summer 2011 Show</p> <p>Lucca Paperworks Online Order Secure Shopping Cart Set Auto Save</p> <p><small>View UPC Barcodes</small></p>